

# Tornado Safety Drill Checklist

## Before the Tornado Drill

- Make sure that your employees are aware that you are having a tornado drill.
- Make sure your employees understand what will take place during the drill.
- Ensure your employees know the safest places to be during a tornado.
- Encourage your employees to get information about tornado preparedness.

## During the Tornado Drill

- Announce the start of the drill by using a public address system or having designated volunteers alert staff by phone or radio.
- Employees should act as though a tornado warning has been issued for the immediate area or a tornado has been sighted near the building.
- Employees should evacuate as quickly as possible to the nearest safe place.
- Be sure to use stairs to reach the lowest level of a building.
- Avoid using an elevator.
- In a real tornado emergency, once people reach safe areas they would crouch as low as possible to the floor, facing down, and cover their heads with their hands.
- Once all employees have evacuated, the drill coordinator can announce that the tornado has passed and the drill is over.
- Employees can then return to their offices.

## After the Tornado Drill

- The drill coordinator should document any necessary changes in the evacuation procedure.
- Do more safe areas need to be identified?
- Are some safe areas cluttered and need to be cleaned out to be more accessible?
- Do employees know the fastest routes to take to safe areas?
- Is a better method for letting employees know of an approaching tornado needed?

Produced by the Institute of Scrap Recycling Industries  
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